Appendix F

Vacuum Truck Operation Checklist

VACUUM TRUCK OPERATION CHECKLIST

Both Sides of this Form must be completed by the Shell Operations and the Vacuum Truck Operator during the Permit Process. The Truck Operator returns the form to his supervisor for forwarding to the Hazardous Waste Coordinator

A. Contact Information

Date: 10-16-14 Start Time: 12 Expected Duration of Loading (hours): 8

Driver Name/Company: JACK - PSC

Generating Dept Operator Name/Unit: _____ Radio/Phone #_____

B. Material Information BUNDLE PAD

Material Name: SLUDGE Source of Material (tank or vessel number) BUNDLE PAD

Estimated Quantity (bbls or gallons) 2500 MSDS Available for Driver Yes ☐ No ☐

Does material have >90% water? Yes ☐ No ☒

Oil _____%, Solids 50 %, Water 50 %

Other *(e.g., DEA, Sulfinol, Acid/Caustic)*_____% Material pH_____ (if available)

C. Loading Method: Select one - Confirm method with Driver

Gravity ☐ Positive Displacement (PD) Pump ☐ * Vacuum ☒

*If Positive Displacement Pump is selected must record PD Pump Make/Model (check or fill in the blank):

☐ Truck-Mounted Roper PD (for pumps built into truck)

☐ If separate from truck (e,g. Wildon pump) indicate pump size: _____

☐ If neither of the above, indicate the make/model: _____

D. Emission Monitoring Requirements: *Only Required When Loading Regulated (Light) Material by Vacuum*

NOTE: Material with < 90% water containing gasoline, gasoline blending components, jet, naphtha, recovered oil or Hydrocarbon mixture with any of these is Regulated Material.

Loading Regulated Material? Yes ☐ No ☐ Using Vacuum? Yes ☒ No ☐

STOP: If Checked YES to both must have pre-approval. If Regulated Material is loaded by vacuum must monitor emissions and meet 500 ppm emissions limit.

**THIS SECTION FOR VACUUM PUMP LOADING OF REGULATED MATERIAL ONLY:

Circle Type of Emission Control: (Carbon Cannister, Thermal Oxidizer, Liquid Scrubber, Other _____)

Make/Model of Control Equipment: _____

Fugitive Emissions Contractor must monitor emissions to confirm compliance with 500 ppm.

Is Fugem Contractor at truck prior to start of loading: Yes ☐ No ☐

Is Driver aware of Requirement to Shut Down Loading if > 500 ppm Yes ☐ No ☐

Additional Precautions for loading Regulated Material:_____

E. Precautions:

- [x] Determine the last material hauled (including residual material).
- [x] Washed (*Was the truck washed between loads?*)
- [ ] Compatibility – What is in the truck? If not known, see the STL.
- [ ] Is the job in close proximity with other work (*hotwork, entries, etc.*)? Yes ☐ No ☒
- Gas test the area – keep area free of vapors while operating the vacuum truck.
- [ ] Issue permit to the Vacuum Truck Driver performing the work.
- [x] Face shield and rubber jacket/plastic rain gear must be worn in addition to normal PPE when connecting or disconnecting the hose.
- [x] Hose connections have "O-ring" gaskets and the "ears" are secured (*using wire, duct tape or some other method*).
- [x] Ohmmeter used to ensure that the vacuum truck and hoses are grounded/bonded.
- [ ] If flammable, or if there is a concern about light ends, a positive displacement pump is to be used or gravitate.
- [ ] Carbon canisters can be used for odor control only when using PD pumps, not vacuum operation.
- [x] JSA was completed, be aware of noise sensitive areas (*JSA for off-site areas*).

F. Discharge Approval

- [ ] Unit STL's permission required when off-loading inside an operating unit. (*Check the box to indicate that approval was obtained.*)
- [ ] For loads that are off-loaded at a unit *(Frac or Baker tanks used for Maintenance or T/A),* The system must be MOC'd and the tanks permitted *(BAAQMD req.)* before the truck can off-load
- [ ] Unit STL's approval for MOC and permits obtained. (*Check the box to indicate that approval was obtained.*)
- [ ] Discharge to ETP or Recovered Oil – Approved by: _____ (See list below.)

G. Directed to:

- [ ] Unit/Vessel, Other BUNDLES PAD
- [ ] Recovered Oil Tanks, TK-1146 or TK-1147
- [ ] Process Water Tanks, TK-13187 or TK-13188
- [ ] Recovered Oil Tank at ETP, TK-1063
- [ ] Diversions Tanks at ETP, TK-12519 or TK-12520

Receiving Unit Operator Name: ANDRES ESCOBEDO

Operator Signature: Andres Escobedo

Questions Concerning Logistics Destinations – Call:

	Phone	Radio	Unit
Environmental Operator	3044	A-8 Log	460
ETP Operator	3202	A-8 Log	191
ETP OS	3258	A-8 Log	355
Hazardous Waste Coordinator	3329		
Logistics STL	3393/3762	A-8 Log	129
OS – 3659 OS – 3731	OSE – 3141		

Driver takes completed form. Vacuum Truck company return completed forms to the Hazardous Waste Coordinator to be filed in the departmental files.

VACUUM TRUCK OPERATION CHECKLIST

Both Sides of this Form must be completed by the Shell Operations and the Vacuum Truck Operator during the Permit Process. The Truck Operator returns the form to his supervisor for forwarding to the Hazardous Waste Coordinator

A. **Contact Information**

Date: 07-11-14 Start Time: 0830 Expected Duration of Loading (hours): _____

Driver Name/Company: Stephen Turner / PSC

Generating Dept Operator Name/Unit: _____ Radio/Phone #_____

B. **Material Information**

Material Name: Oily Water Source of Material (tank or vessel number) TK 4653

Estimated Quantity (bbls or gallons) 20 BBL MSDS Available for Driver Yes ☐ No ☐

Does material have >90% water? Yes ☐ No ☐

Oil 5% %, Solids 0% %, Water 95% %

Other *(e.g., DEA, Sulfinol, Acid/Caustic)* _____ % Material pH_____ (if available)

C. **Loading Method:** Select one - Confirm method with Driver

Gravity ☑ Positive Displacement (PD) Pump ☐ * Vacuum ☑

*If Positive Displacement Pump is selected must record PD Pump Make/Model (check or fill in the blank):

☐ Truck-Mounted Roper PD (for pumps built into truck)

☐ If separate from truck (e.g. Wildon pump) indicate pump size: _____

☐ If neither of the above, indicate the make/model: _____

D. **Emission Monitoring Requirements:** ***Only Required When Loading Regulated (Light) Material by Vacuum***

NOTE: Material with < 90% water containing gasoline, gasoline blending components, jet, naphtha, recovered oil or Hydrocarbon mixture with any of these is Regulated Material.

Loading Regulated Material? Yes ☐ No ☑ Using Vacuum? Yes ☑ No ☐

STOP: If Checked YES to both must have pre-approval. If Regulated Material is loaded by vacuum must monitor emissions and meet 500 ppm emissions limit.

****THIS SECTION FOR VACUUM PUMP LOADING OF REGULATED MATERIAL ONLY:**

Circle Type of Emission Control: (Carbon Cannister, Thermal Oxidizer, Liquid Scrubber, Other _____)

Make/Model of Control Equipment: _____

Fugitive Emissions Contractor must monitor emissions to confirm compliance with 500 ppm.

Is Fugem Contractor at truck prior to start of loading: Yes ☐ No ☐

Is Driver aware of Requirement to Shut Down Loading if > 500 ppm Yes ☐ No ☐

Additional Precautions for loading Regulated Material: _____

E. Precautions:

- [x] Determine the last material hauled (including residual material).
- [x] Washed (*Was the truck washed between loads?*)
- [x] Compatibility – What is in the truck? If not known, see the STL.
- [x] Is the job in close proximity with other work (*hotwork, entries, etc.*)? Yes ☐ No ☐
- [x] Gas test the area – keep area free of vapors while operating the vacuum truck.
- [x] Issue permit to the Vacuum Truck Driver performing the work.
- [x] Face shield and rubber jacket/plastic rain gear must be worn in addition to normal PPE when connecting or disconnecting the hose.
- [x] Hose connections have "O-ring" gaskets and the "ears" are secured (*using wire, duct tape or some other method*).
- [x] Ohmmeter used to ensure that the vacuum truck and hoses are grounded/bonded.
- [x] If flammable, or if there is a concern about light ends, a positive displacement pump is to be used or gravitate.
- [x] Carbon canisters can be used for odor control only when using PD pumps, not vacuum operation.
- [x] JSA was completed, be aware of noise sensitive areas (*JSA for off-site areas*).

F. Discharge Approval

- ☐ Unit STL's permission required when off-loading inside an operating unit. (*Check the box to indicate that approval was obtained.*)
- ☐ For loads that are off-loaded at a unit *(Frac or Baker tanks used for Maintenance or T/A),* The system must be MOC'd and the tanks permitted *(BAAQMD req.)* before the truck can off-load
- ☐ Unit STL's approval for MOC and permits obtained. (*Check the box to indicate that approval was obtained.*)
- ☐ Discharge to ETP or Recovered Oil – Approved by: _____ (See list below.)

G. Directed to:

- ☐ Unit/Vessel, Other _____
- ☐ Recovered Oil Tanks, TK-1146 or TK-1147
- ☐ Process Water Tanks, TK-13187 or TK-13188
- ☐ Recovered Oil Tank at ETP, TK-1063
- ☐ Diversions Tanks at ETP, TK-12519 or TK-12520

Receiving Unit Operator Name: Ken Carter

Operator Signature: _____

Questions Concerning Logistics Destinations – Call:

	Phone	Radio	Unit
Environmental Operator	3044	A-8 Log	460
ETP Operator	3202	A-8 Log	191
ETP OS	3258	A-8 Log	355
Hazardous Waste Coordinator	3329		
Logistics STL	3393/3762	A-8 Log	129
OS – 3659 OS – 3731	OSE – 3141		

Driver takes completed form. Vacuum Truck company return completed forms to the Hazardous Waste Coordinator to be filed in the departmental files.

VACUUM TRUCK OPERATION CHECKLIST

Both Sides of this Form must be completed by the Shell Operations and the Vacuum Truck Operator during the Permit Process. The Truck Operator returns the form to his supervisor for forwarding to the Hazardous Waste Coordinator

A. **Contact Information**

Date: 8-13-14 Start Time: 0730 Expected Duration of Loading (hours): 8

Driver Name/Company: JACK PSC

Generating Dept Operator Name/Unit: _____ Radio/Phone #_____

B. **Material Information**

Material Name:_____ Source of Material (tank or vessel number) 14321

Estimated Quantity (bbls or gallons)_____ MSDS Available for Driver Yes ☐ No ☐

Does material have >90% water? Yes ☐ No ☑

Oil _____%, Solids 90 %, Water 10 %

Other *(e.g., DEA, Sulfinol, Acid/Caustic)*_____% Material pH_____ (if available)

C. **Loading Method:** Select one - Confirm method with Driver

Gravity ☐ Positive Displacement (PD) Pump ☐ * Vacuum ☑

*If Positive Displacement Pump is selected must record PD Pump Make/Model (check or fill in the blank):

☐ Truck-Mounted Roper PD (for pumps built into truck)

☐ If separate from truck (e.g. Wildon pump) indicate pump size: _____

☐ If neither of the above, indicate the make/model: _____

D. **Emission Monitoring Requirements:** ***Only Required When Loading Regulated (Light) Material by Vacuum***

NOTE: Material with < 90% water containing gasoline, gasoline blending components, jet, naphtha, recovered oil or Hydrocarbon mixture with any of these is Regulated Material.

Loading Regulated Material? Yes ☐ No ☐ Using Vacuum? Yes ☐ No ☑

STOP: If Checked YES to both must have pre-approval. If Regulated Material is loaded by vacuum must monitor emissions and meet 500 ppm emissions limit.

**THIS SECTION FOR VACUUM PUMP LOADING OF REGULATED MATERIAL ONLY:

Circle Type of Emission Control: (Carbon Cannister, Thermal Oxidizer, Liquid Scrubber, Other _____)

Make/Model of Control Equipment: _____

Fugitive Emissions Contractor must monitor emissions to confirm compliance with 500 ppm.

Is Fugem Contractor at truck prior to start of loading: Yes ☐ No ☐

Is Driver aware of Requirement to Shut Down Loading if > 500 ppm Yes ☐ No ☐

Additional Precautions for loading Regulated Material:_____

E. Precautions:

- [x] Determine the last material hauled (including residual material).
- [x] Washed (*Was the truck washed between loads?*)
- [x] Compatibility – What is in the truck? If not known, see the STL.
- [ ] Is the job in close proximity with other work (*hotwork, entries, etc.*)? Yes ☐ No ☒
- Gas test the area – keep area free of vapors while operating the vacuum truck.
- [x] Issue permit to the Vacuum Truck Driver performing the work.
- [x] Face shield and rubber jacket/plastic rain gear must be worn in addition to normal PPE when connecting or disconnecting the hose.
- [x] Hose connections have "O-ring" gaskets and the "ears" are secured (*using wire, duct tape or some other method*).
- [x] Ohmmeter used to ensure that the vacuum truck and hoses are grounded/bonded.
- [ ] If flammable, or if there is a concern about light ends, a positive displacement pump is to be used or gravitate.
- [ ] Carbon canisters can be used for odor control only when using PD pumps, not vacuum operation.
- [x] JSA was completed, be aware of noise sensitive areas (*JSA for off-site areas*).

F. Discharge Approval

- [ ] Unit STL's permission required when off-loading inside an operating unit. (*Check the box to indicate that approval was obtained.*)
- [ ] For loads that are off-loaded at a unit *(Frac or Baker tanks used for Maintenance or T/A),* The system must be MOC'd and the tanks permitted *(BAAQMD req.)* before the truck can off-load
- [ ] Unit STL's approval for MOC and permits obtained. (*Check the box to indicate that approval was obtained.*)
- [ ] Discharge to ETP or Recovered Oil – Approved by: _____ (See list below.)

G. Directed to:

- [ ] Unit/Vessel, Other _____
- [ ] Recovered Oil Tanks, TK-1146 or TK-1147
- [ ] Process Water Tanks, TK-13187 or TK-13188
- [ ] Recovered Oil Tank at ETP, TK-1063
- [ ] Diversions Tanks at ETP, TK-12519 or TK-12520

Receiving Unit Operator Name: Andres Escobedo

Operator Signature: _____

Questions Concerning Logistics Destinations – Call:

	Phone	Radio	Unit
Environmental Operator	3044	A-8 Log	460
ETP Operator	3202	A-8 Log	191
ETP OS	3258	A-8 Log	355
Hazardous Waste Coordinator	3329		
Logistics STL	3393/3762	A-8 Log	129
OS – 3659 OS – 3731	OSE – 3141		

Driver takes completed form. Vacuum Truck company return completed forms to the Hazardous Waste Coordinator to be filed in the departmental files.

VACUUM TRUCK OPERATION CHECKLIST

Both Sides of this Form must be completed by the Shell Operations and the Vacuum Truck Operator during the Permit Process. The Truck Operator returns the form to his supervisor for forwarding to the Hazardous Waste Coordinator

A. Contact Information

Date: 12-10-14 Start Time: 22:30 Expected Duration of Loading (hours): 10

Driver Name/Company: PSC/Tom Dauchesty

Generating Dept Operator Name/Unit: WT/Terp Radio/Phone # 3202

B. Material Information

Material Name: Water/oil Source of Material (tank or vessel number) Tank 5105

Estimated Quantity (bbls or gallons) 60 BBL MSDS Available for Driver Yes ☐ No ☐

Does material have >90% water? Yes ☑ No ☐

Oil 5 %, Solids _____ %, Water 95 %

Other *(e.g., DEA, Sulfinol, Acid/Caustic)* _____ % Material pH _____ (if available)

C. Loading Method: Select one - Confirm method with Driver

Gravity ☐ Positive Displacement (PD) Pump ☐ * Vacuum ☑

*If Positive Displacement Pump is selected must record PD Pump Make/Model (check or fill in the blank):

☐ Truck-Mounted Roper PD (for pumps built into truck)

☐ If separate from truck (e,g. Wildon pump) indicate pump size: _____

☐ If neither of the above, indicate the make/model: _____

D. Emission Monitoring Requirements: *Only Required When Loading Regulated (Light) Material by Vacuum*

NOTE: Material with < 90% water containing gasoline, gasoline blending components, jet, naphtha, recovered oil or Hydrocarbon mixture with any of these is Regulated Material.

Loading Regulated Material? Yes ☐ No ☑ Using Vacuum? Yes ☑ No ☐

STOP: If Checked YES to both must have pre-approval. If Regulated Material is loaded by vacuum must monitor emissions and meet 500 ppm emissions limit.

****THIS SECTION FOR VACUUM PUMP LOADING OF REGULATED MATERIAL ONLY:**

Circle Type of Emission Control: (Carbon Cannister, Thermal Oxidizer, Liquid Scrubber, Other _____)

Make/Model of Control Equipment: _____

Fugitive Emissions Contractor must monitor emissions to confirm compliance with 500 ppm.

Is Fugem Contractor at truck prior to start of loading: Yes ☐ No ☐

Is Driver aware of Requirement to Shut Down Loading if > 500 ppm Yes ☐ No ☐

Additional Precautions for loading Regulated Material: _____

E. Precautions:

- [x] Determine the last material hauled (including residual material).
- [x] Washed (*Was the truck washed between loads?*)
- [x] Compatibility – What is in the truck? If not known, see the STL.
- [ ] Is the job in close proximity with other work (*hotwork, entries, etc.*)? Yes ☐ No ☒
- [x] Gas test the area – keep area free of vapors while operating the vacuum truck.
- [x] Issue permit to the Vacuum Truck Driver performing the work.
- [x] Face shield and rubber jacket/plastic rain gear must be worn in addition to normal PPE when connecting or disconnecting the hose.
- [x] Hose connections have "O-ring" gaskets and the "ears" are secured (*using wire, duct tape or some other method*).
- [x] Ohmmeter used to ensure that the vacuum truck and hoses are grounded/bonded.
- [ ] If flammable, or if there is a concern about light ends, a positive displacement pump is to be used or gravitate.
- [ ] Carbon canisters can be used for odor control only when using PD pumps, not vacuum operation.
- [x] JSA was completed, be aware of noise sensitive areas (*JSA for off-site areas*).

F. Discharge Approval

- [ ] Unit STL's permission required when off-loading inside an operating unit. (*Check the box to indicate that approval was obtained.*)
- [ ] For loads that are off-loaded at a unit *(Frac or Baker tanks used for Maintenance or T/A),* The system must be MOC'd and the tanks permitted *(BAAQMD req.)* before the truck can off-load
- [ ] Unit STL's approval for MOC and permits obtained. (*Check the box to indicate that approval was obtained.*)
- [ ] Discharge to ETP or Recovered Oil – Approved by: _____ (See list below.)

G. Directed to:

- [ ] Unit/Vessel, Other _____
- [ ] Recovered Oil Tanks, TK-1146 or TK-1147
- [ ] Process Water Tanks, TK-13187 or TK-13188
- [ ] Recovered Oil Tank at ETP, TK-1063
- [ ] Diversions Tanks at ETP, TK-12519 or TK-12520

Receiving Unit Operator Name: J C Rogers

Operator Signature: [signature]

Questions Concerning Logistics Destinations – Call:

	Phone	Radio	Unit
Environmental Operator	3044	A-8 Log	460
ETP Operator	3202	A-8 Log	191
ETP OS	3258	A-8 Log	355
Hazardous Waste Coordinator	3329		
Logistics STL	3393/3762	A-8 Log	129
OS – 3659 OS – 3731	OSE – 3141		

Driver takes completed form. Vacuum Truck company return completed forms to the Hazardous Waste Coordinator to be filed in the departmental files.

Permit # 1967402

VACUUM TRUCK OPERATION CHECKLIST

Both Sides of this Form must be completed by the Shell Operations and the Vacuum Truck Operator during the Permit Process. The Truck Operator returns the form to his supervisor for forwarding to the Hazardous Waste Coordinator

A. Contact Information

Date: 12-11-14 Start Time: 2230 Expected Duration of Loading (hours): 10

Driver Name/Company: PSC / Tom Dougherty

Generating Dept Operator Name/Unit: ETP / WTP Radio/Phone # A-8

B. Material Information

Material Name: Water / oil Source of Material (tank or vessel number) Lime Slab

Estimated Quantity (bbls or gallons) 60 BBL MSDS Available for Driver Yes ☒ No ☐

Does material have >90% water? Yes ☒ No ☐

Oil 5 %, Solids _____ %, Water 95 %

Other *(e.g., DEA, Sulfinol, Acid/Caustic)* _____ % Material pH _____ (if available)

C. Loading Method: Select one - Confirm method with Driver

Gravity ☐ Positive Displacement (PD) Pump ☐ * Vacuum ☒

*If Positive Displacement Pump is selected must record PD Pump Make/Model (check or fill in the blank):

☐ Truck-Mounted Roper PD (for pumps built into truck)

☐ If separate from truck (e,g. Wildon pump) indicate pump size: _____

☐ If neither of the above, indicate the make/model: _____

D. Emission Monitoring Requirements: ***Only Required When Loading Regulated (Light) Material by Vacuum***

NOTE: Material with < 90% water containing gasoline, gasoline blending components, jet, naphtha, recovered oil or Hydrocarbon mixture with any of these is Regulated Material.

Loading Regulated Material? Yes ☐ No ☒ Using Vacuum? Yes ☒ No ☐

STOP: If Checked **YES** to both must have pre-approval. If Regulated Material is loaded by vacuum must monitor emissions and meet 500 ppm emissions limit.

****THIS SECTION FOR VACUUM PUMP LOADING OF REGULATED MATERIAL ONLY:**

Circle Type of Emission Control: (Carbon Cannister, Thermal Oxidizer, Liquid Scrubber, Other _____)

Make/Model of Control Equipment: _____

Fugitive Emissions Contractor must monitor emissions to confirm compliance with 500 ppm.

Is Fugem Contractor at truck prior to start of loading: Yes ☐ No ☐

Is Driver aware of Requirement to Shut Down Loading if > 500 ppm Yes ☐ No ☐

Additional Precautions for loading Regulated Material: _____

E. Precautions:

- [x] Determine the last material hauled (including residual material).
- [x] Washed (*Was the truck washed between loads?*)
- [x] Compatibility – What is in the truck? If not known, see the STL.
- [ ] Is the job in close proximity with other work (*hotwork, entries, etc.*)? Yes ☐ No ☒
- [x] Gas test the area – keep area free of vapors while operating the vacuum truck.
- [x] Issue permit to the Vacuum Truck Driver performing the work.
- [x] Face shield and rubber jacket/plastic rain gear must be worn in addition to normal PPE when connecting or disconnecting the hose.
- [x] Hose connections have "O-ring" gaskets and the "ears" are secured (*using wire, duct tape or some other method*).
- [x] Ohmmeter used to ensure that the vacuum truck and hoses are grounded/bonded.
- [ ] If flammable, or if there is a concern about light ends, a positive displacement pump is to be used or gravitate.
- [x] Carbon canisters can be used for odor control only when using PD pumps, not vacuum operation.
- [x] JSA was completed, be aware of noise sensitive areas (*JSA for off-site areas*).

F. Discharge Approval

- [ ] Unit STL's permission required when off-loading inside an operating unit. (*Check the box to indicate that approval was obtained.*)
- [ ] For loads that are off-loaded at a unit *(Frac or Baker tanks used for Maintenance or T/A),* The system must be MOC'd and the tanks permitted *(BAAQMD req.)* before the truck can off-load
- [ ] Unit STL's approval for MOC and permits obtained. (*Check the box to indicate that approval was obtained.*)
- [ ] Discharge to ETP or Recovered Oil – Approved by: _____ (See list below.)

G. Directed to:

- [ ] Unit/Vessel, Other _____
- [ ] Recovered Oil Tanks, TK-1146 or TK-1147
- [ ] Process Water Tanks, TK-13187 or TK-13188
- [ ] Recovered Oil Tank at ETP, TK-1063
- [ ] Diversions Tanks at ETP, TK-12519 or TK-12520

Receiving Unit Operator Name: Michael Burrow

Operator Signature: Michael Burrow

Questions Concerning Logistics Destinations – Call:

	Phone	Radio	Unit
Environmental Operator	3044	A-8 Log	460
ETP Operator	3202	A-8 Log	191
ETP OS	3258	A-8 Log	355
Hazardous Waste Coordinator	3329		
Logistics STL	3393/3762	A-8 Log	129
OS – 3659 OS – 3731	OSE – 3141		

Driver takes completed form. Vacuum Truck company return completed forms to the Hazardous Waste Coordinator to be filed in the departmental files.

VACUUM TRUCK OPERATION CHECKLIST

Both Sides of this Form must be completed by the Shell Operations and the Vacuum Truck Operator during the Permit Process. The Truck Operator returns the form to his supervisor for forwarding to the Hazardous Waste Coordinator

A. Contact Information

Date: 12/23/14 Start Time: 0810 Expected Duration of Loading (hours): 8hrs

Driver Name/Company: Rodney / PSC

Generating Dept Operator Name/Unit: 191 Radio/Phone # AS

B. Material Information

Material Name: Oil / water Source of Material (tank or vessel number) Low point sump

Estimated Quantity (bbls or gallons)_____ MSDS Available for Driver Yes ☑ No ☐

Does material have >90% water? Yes ☑ No ☐

Oil 9 %, Solids 0 %, Water 98 %

Other *(e.g., DEA, Sulfinol, Acid/Caustic)* N/A % Material pH NT (if available)

C. Loading Method: Select one - Confirm method with Driver

Gravity ☐ Positive Displacement (PD) Pump ☐ * Vacuum ☑

*If Positive Displacement Pump is selected must record PD Pump Make/Model (check or fill in the blank):

☐ Truck-Mounted Roper PD (for pumps built into truck)

☐ If separate from truck (e,g. Wildon pump) indicate pump size: _____

☐ If neither of the above, indicate the make/model: _____

D. Emission Monitoring Requirements: ***Only Required When Loading Regulated (Light) Material by Vacuum***

NOTE: Material with < 90% water containing gasoline, gasoline blending components, jet, naphtha, recovered oil or Hydrocarbon mixture with any of these is Regulated Material.

Loading Regulated Material? Yes ☐ No ☑ Using Vacuum? Yes ☐ No ☐

STOP: If Checked YES to both must have pre-approval. If Regulated Material is loaded by vacuum must monitor emissions and meet 500 ppm emissions limit.

****THIS SECTION FOR VACUUM PUMP LOADING OF REGULATED MATERIAL ONLY:**

Circle Type of Emission Control: (Carbon Cannister, Thermal Oxidizer, Liquid Scrubber, Other _____)

Make/Model of Control Equipment: _____

Fugitive Emissions Contractor must monitor emissions to confirm compliance with 500 ppm.

Is Fugem Contractor at truck prior to start of loading: Yes ☐ No ☐

Is Driver aware of Requirement to Shut Down Loading if > 500 ppm Yes ☐ No ☐

Additional Precautions for loading Regulated Material: _____

E. Precautions:

- [x] Determine the last material hauled (including residual material).
- [ ] Washed (*Was the truck washed between loads?*)
- [x] Compatibility – What is in the truck? If not known, see the STL.
- [x] Is the job in close proximity with other work (*hotwork, entries, etc.*)? Yes ☐ No ☒
- [x] Gas test the area – keep area free of vapors while operating the vacuum truck.
- [x] Issue permit to the Vacuum Truck Driver performing the work.
- [x] Face shield and rubber jacket/plastic rain gear must be worn in addition to normal PPE when connecting or disconnecting the hose.
- [x] Hose connections have "O-ring" gaskets and the "ears" are secured (*using wire, duct tape or some other method*).
- [x] Ohmmeter used to ensure that the vacuum truck and hoses are grounded/bonded.
- [ ] If flammable, or if there is a concern about light ends, a positive displacement pump is to be used or gravitate.
- [x] Carbon canisters can be used for odor control only when using PD pumps, not vacuum operation.
- [x] JSA was completed, be aware of noise sensitive areas (*JSA for off-site areas*).

F. Discharge Approval

- [ ] Unit STL's permission required when off-loading inside an operating unit. (*Check the box to indicate that approval was obtained.*)
- [ ] For loads that are off-loaded at a unit *(Frac or Baker tanks used for Maintenance or T/A),* The system must be MOC'd and the tanks permitted *(BAAQMD req.)* before the truck can off-load
- [ ] Unit STL's approval for MOC and permits obtained. (*Check the box to indicate that approval was obtained.*)
- [ ] Discharge to ETP or Recovered Oil – Approved by: _____ (See list below.)

G. Directed to:

- [ ] Unit/Vessel, Other _____
- [ ] Recovered Oil Tanks, TK-1146 or TK-1147
- [ ] Process Water Tanks, TK-13187 or TK-13188
- [ ] Recovered Oil Tank at ETP, TK-1063
- [ ] Diversions Tanks at ETP, TK-12519 or TK-12520

Receiving Unit Operator Name: M. Symons

Operator Signature: _____

Questions Concerning Logistics Destinations – Call:

	Phone	Radio	Unit
Environmental Operator	3044	A-8 Log	460
ETP Operator	3202	A-8 Log	191
ETP OS	3258	A-8 Log	355
Hazardous Waste Coordinator	3329		
Logistics STL	3393/3762	A-8 Log	129
OS – 3659 OS – 3731	OSE – 3141		

Driver takes completed form. Vacuum Truck company return completed forms to the Hazardous Waste Coordinator to be filed in the departmental files.

VACUUM TRUCK OPERATION CHECKLIST

Both Sides of this Form must be completed by the Shell Operations and the Vacuum Truck Operator during the Permit Process. The Truck Operator returns the form to his supervisor for forwarding to the Hazardous Waste Coordinator

A. **Contact Information**

Date: 12-30-14 Start Time: 0730 Expected Duration of Loading (hours): 6

Driver Name/Company: Trevor Smith/PSC

Generating Dept Operator Name/Unit: _____ Radio/Phone #_____

B. **Material Information**

Material Name:_____ Source of Material (tank or vessel number)_____

Estimated Quantity (bbls or gallons)_____ MSDS Available for Driver Yes ☐ No ☐

Does material have >90% water? Yes ☐ No ☐

Oil _____%, Solids _____%, Water_____%

Other *(e.g., DEA, Sulfinol, Acid/Caustic)*_____% Material pH_____ (if available)

C. **Loading Method:** Select one - Confirm method with Driver

Gravity ☐ Positive Displacement (PD) Pump ☐ * Vacuum ☑

*If Positive Displacement Pump is selected must record PD Pump Make/Model (check or fill in the blank):

☐ Truck-Mounted Roper PD (for pumps built into truck)

☐ If separate from truck (e,g. Wildon pump) indicate pump size: _____

☐ If neither of the above, indicate the make/model: _____

D. **Emission Monitoring Requirements:** ***Only Required When Loading Regulated (Light) Material by Vacuum***

NOTE: Material with < 90% water containing gasoline, gasoline blending components, jet, naphtha, recovered oil or Hydrocarbon mixture with any of these is Regulated Material.

Loading Regulated Material? Yes ☐ No ☐ Using Vacuum? Yes ☑ No ☐

STOP: If Checked YES to both must have pre-approval. If Regulated Material is loaded by vacuum must monitor emissions and meet 500 ppm emissions limit.

****THIS SECTION FOR VACUUM PUMP LOADING OF REGULATED MATERIAL ONLY:**

Circle Type of Emission Control: (Carbon Cannister, Thermal Oxidizer, Liquid Scrubber, Other _____)

Make/Model of Control Equipment: _____

Fugitive Emissions Contractor must monitor emissions to confirm compliance with 500 ppm.

Is Fugem Contractor at truck prior to start of loading: Yes ☐ No ☐

Is Driver aware of Requirement to Shut Down Loading if > 500 ppm Yes ☐ No ☐

Additional Precautions for loading Regulated Material:_____

E. Precautions:

- ☐ Determine the last material hauled (including residual material).
- ☐ Washed (*Was the truck washed between loads?*)
- ☐ Compatibility – What is in the truck? If not known, see the STL.
- ☐ Is the job in close proximity with other work (*hotwork, entries, etc.*)? Yes ☐ No ☐
  Gas test the area – keep area free of vapors while operating the vacuum truck.
- ☐ Issue permit to the Vacuum Truck Driver performing the work.
- ☐ Face shield and rubber jacket/plastic rain gear must be worn in addition to normal PPE when connecting or disconnecting the hose.
- ☐ Hose connections have "O-ring" gaskets and the "ears" are secured (*using wire, duct tape or some other method*).
- ☐ Ohmmeter used to ensure that the vacuum truck and hoses are grounded/bonded.
- ☐ If flammable, or if there is a concern about light ends, a positive displacement pump is to be used or gravitate.
- ☐ Carbon canisters can be used for odor control only when using PD pumps, not vacuum operation.
- ☐ JSA was completed, be aware of noise sensitive areas (*JSA for off-site areas*).

F. Discharge Approval

- ☐ Unit STL's permission required when off-loading inside an operating unit. (*Check the box to indicate that approval was obtained.*)
- ☐ For loads that are off-loaded at a unit *(Frac or Baker tanks used for Maintenance or T/A),*
  The system must be MOC'd and the tanks permitted *(BAAQMD req.)* before the truck can off-load
- ☐ Unit STL's approval for MOC and permits obtained. (*Check the box to indicate that approval was obtained.*)
- ☐ Discharge to ETP or Recovered Oil – Approved by: _____ (See list below.)

G. Directed to:

- ☐ Unit/Vessel, Other _____
- ☐ Recovered Oil Tanks, TK-1146 or TK-1147
- ☐ Process Water Tanks, TK-13187 or TK-13188
- ☐ Recovered Oil Tank at ETP, TK-1063
- ☐ Diversions Tanks at ETP, TK-12519 or TK-12520

Receiving Unit Operator Name: Ken Carter

Operator Signature: _____

Questions Concerning Logistics Destinations – Call:

	Phone	Radio	Unit
Environmental Operator	3044	A-8 Log	460
ETP Operator	3202	A-8 Log	191
ETP OS	3258	A-8 Log	355
Hazardous Waste Coordinator	3329		
Logistics STL	3393/3762	A-8 Log	129
OS – 3659 OS – 3731	OSE – 3141		

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